

**MESALANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING**

**July 21, 2020**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 21, 2020 at 5:30 p.m. via Google Meet in Tucumcari, New Mexico.

**CALL TO ORDER**

Mr. Streetman, Chair, called the meeting to order at 5:30 p.m.

Mr. Streetman announced that in attendance at the meeting, are the following:

- Mr. James Streetman, Board Chair
- Ms. Teresa Stephenson, Board Vice Chair
- Ms. Liz Estrada, Secretary
- Ms. Natalie Gillard, Interim President/Vice President of Academic Affairs
- Dr. Aaron Kennedy, Vice President of Student Affairs
- Ms. Amanda Hammer, Vice President of Administrative Affairs
- Ms. Connie Chavez, Administrative Assistant to the President
- Mr. Larry Wickham, Director of IT
- Mr. Josh McVey, Director of Public Relations

**ROLL CALL**

The following board members were present: Mr. James Streetman, Ms. Teresa Stephenson, and Ms. Liz Estrada.

The following board members were not present: Mr. Jimmy Sandoval and Mr. Craig Currell.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of New Logo for Athletics Proposal
- 4) Approval of Virtual Credit Cards Proposal
- 5) Approval of Monthly Finance Report, June 2020
- 6) Approval of 2020-2021 Budget Adjustment Request
- 7) Approval of Purchase Requisitions
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) Approval of Action, if needed, based on Executive Session

## **APPROVAL OF AGENDA – ACTION**

Mr. Streetman requested that the agenda be amended to include the following under President's Reports:

- Item #3, Reopening Plan
- Item #4, Letter from Governor

**ACTION** – Ms. Estrada moved to approve the agenda as amended. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, yes; Ms. Stephenson, yes, and Mr. Streetman, yes. The motion carried.

## **COMMENTS BY THE PUBLIC ON ITEMS ON THIS AGENDA**

As per Board Policy 2.3 Procedures for Addressing the Board: Any person wishing to speak to the agenda must register prior to the meeting and their comments are limited to five (5) minutes.

Mr. Streetman asked Ms. Connie Chavez if she received any Public Comments. She responded that according to Larry, none were received.

## **APPROVAL OF CONSENT AGENDA – ACTION**

**ACTION** – Ms. Stephenson moved to approve Item IV.A.1 Regular Board Meeting Minutes dated June 16, 2020 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Streetman, yes; and Ms. Estrada, yes. The motion carried.

## **CHAIRPERSON'S REPORTS**

Mr. Streetman indicated he did not have anything to report at this time.

## **REPORTS**

### **President's**

#### New Logo for Athletics Proposal – **ACTION**

Ms. Gillard stated that she would give Mr. Josh McVey the opportunity to discuss a new logo that he created for athletics, particularly rodeo.

Mr. McVey informed the Board that he received a request to make/design a logo to be used for golf, along with rodeo, and to keep it simple using the colors of the school and for consistency. He stated that the Mesalands logo was incorporated along with the head of Pedey (bull) and added 'Mesalands Stampede'. Mr. McVey indicated that he had input from Mr. Matt Hughes, Mr. Matt Garcia and Mr. Marty Garcia and was presenting it to the Board for their approval.

Mr. Streetman asked if it had to be on a black background and Mr. McVey responded that it does not but may depend on what products the logo will be used on. It was the Boards' consensus that they like the new logo and Mr. Streetman stated that he would leave it up to Mr. McVey as to background color choice on products.

**ACTION** – Ms. Estrada moved to approve the New Logo for Athletics as requested and presented. Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Mr. Streetman, yes; Ms. Estrada, yes; and Ms. Stephenson, yes. The motion carried.

Mr. McVey thanked the Board for the approval of the new Logo and stated he is excited to be able to use it.

#### Virtual Credit Cards Proposal – **ACTION**

Ms. Gillard informed the Board that Mr. Larry Wickham, Director of IT, would present a Virtual Credit Cards Proposal to the Board.

Mr. Wickham reported that these would be a single time use card/not reusable and detailed some of the aspects of the card. It would include merchant locked cards, freezing/unfreezing of cards on the website, business office having control of the cards/numbers, and using same purchase requisition/purchase order process as is now being used, to name a few. Ms. Estrada asked how they are branded, as Visa or MasterCard and Mr. Wickham stated Visa. Ms. Hammer asked about the process for the business office and then asked about why not just doing a debit card. Mr. Wickham indicated that the Virtual Credit Cards offer a higher level of security and eliminates the worry about fraudulent purchases or charges. Mr. Streetman mentioned that this issue has been dealt with since he began serving on the Board in which employees have to use personal credit cards and he feels this proposal needs to be looked at very hard. Ms. Gillard stated that she and Ms. Hammer can look into it to be sure it meets within the procurement requirements.

**ACTION** – Ms. Estrada moved to approve authorizing Ms. Gillard and Ms. Hammer to check further into this and see if it would be a good fit for the College. Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

#### Updated Reopening Plan

Ms. Gillard presented an Updated Reopening Plan which, was updated this weekend and sent to all the Board Members, Mr. McVey, Mr. Wickham, and key staff who will be working closely with the Plan. It was also submitted to NMHED on Monday for their review and feedback. Ms. Gillard stated that this is the second Plan, which was updated from the original and now has more details with specifics on reopening for the fall. This will require updating on a frequent basis and as changes occur. The Board Members present agreed that it is a good Updated Reopening Plan. Ms. Gillard stated that things would be on a day-by-day basis.

### Letter from Governor

Ms. Gillard referenced a Letter from Governor Michelle Lujan Grisham which was sent, via email, to all College Presidents, Board of Regents, Trustees, and Administrators. Ms. Gillard stated that it is a heartfelt letter about the impact of COVID-19 and the point of the letter is that there will be no contact sports on College campuses for fall 2020. Ms. Gillard mentioned that this is understandable with the need to practice social distancing and feels the letter is clear and to the point. Ms. Gillard added that she appreciates the Governor sharing the letter to keep everyone informed.

### **Academic Affairs**

Ms. Gillard reported that the future of Academic Affairs, in terms of modes of delivery for fall courses will be both on-line and face-to-face with a limited number of students to ensure six feet social distancing and masks will be worn. Virtual meetings will also be a good tool and another way to interact with students, as Allied Health faculty has done during this time. Ms. Gillard stated that August 17 is still the scheduled date for classes to start and there are still issues to be discussed for in-house functions, like live registrations.

### **Student Affairs**

#### Spring Enrollment Report

Dr. Kennedy presented the Spring Enrollment Report. He mentioned the following: spring 2019 and spring 2020 headcount that is down 24%; credit hours down 23% from 6,618 to 5,110; and FTE from 441 to 341, down 23%. He indicated that they are doing their best for fall and Mr. Streetman stated that it would be interesting how things will turn out.

### **Administrative Affairs**

#### Monthly Finance Report, June 2020 – ACTION

Ms. Hammer presented the Monthly Finance Report for June 2020.

**ACTION** – Ms. Stephenson moved to approve the Monthly Finance Report for June 2020 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Streetman, yes; and Ms. Estrada, yes. The motion carried.

#### 2020-2021 Budget Adjustment Request – ACTION

Ms. Hammer presented the 2020-2021 Budget Adjustment Request and stated that this is the first for state decrease in appropriations from the Legislative Session in June.

**ACTION** – Ms. Estrada moved to approve the 2020-2021 Budget Adjustment Request as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Streetman, yes; Ms. Estrada, yes; and Ms. Stephenson, yes. The motion carried.

### Purchase Requisitions – **ACTION**

Ms. Hammer presented the following purchase requisitions for approval:

- NMPSIA \$161,332
  - Risk Insurance Premium for FY21
- Xcel Energy \$78,000
  - Electricity for FY21
- City of Tucumcari \$24,000
  - Water/Sewer/Trash Services
- New Mexico Gas Company \$24,000
  - Natural Gas Services FY21
- Plateau Wireless \$24,000
  - Wireless Internet Services
- Ricoh Americas Corp. \$28,000
  - Copier Leases and Maintenance Usage (four machines)
- Cooperative Education Services \$599,120.11
  - AUI, Inc. Contract – Campus Improvements
- Cooperative Education Services \$96,280
  - Contract for CES Master Plan with PSC

**ACTION** – Ms. Stephenson moved to approve the above purchase requisitions as presented. Ms. Estrada seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

### **EXECUTIVE SESSION – ACTION**

**ACTION** – Ms. Estrada moved that the Board enter into Executive Session for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Ms. Stephenson, yes; Mr. Streetman, yes; and Ms. Estrada, yes. The motion carried.

### **RECONVENE FROM EXECUTIVE SESSION – ACTION**

**ACTION** – Ms. Stephenson moved that the Board Reconvene from Executive Session which was limited to discussions as stipulated above for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). Ms. Estrada seconded the motion. A roll call vote was taken with all members voting: Mr. Streetman, yes; Ms. Estrada, yes; and Ms. Stephenson, yes. The motion carried.

Mr. Streetman mentioned that the Board will need to schedule another meeting next week which will be strictly an Executive Session regarding Personnel Issues. He asked

Ms. Chavez about the time limit on announcing a meeting and if it is 72 hours. Ms. Chavez responded that it is. Mr. Streetman asked the Board Members to think about it and he will be in touch tomorrow with them, as well as, Mr. Sandoval to determine a day next week for the special meeting.

**ACTION** – No action taken at this time.

### **NEW BUSINESS**

No new business presented.

### **CORRESPONDENCE**

No correspondence was presented.

### **INFORMATIONAL ITEMS**

Presented were the following:

- Important date
  - Labor Day Observed, College closed, September 7, 2020
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports

### **ANNOUNCEMENTS**

Tuesday, August 18, 2020, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m.

### **ADJOURN**

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 6:14 p.m.

[signature on original]

---

James P. Streetman  
Chair

[signature on original]

---

Liz Estrada  
Secretary/Clerk